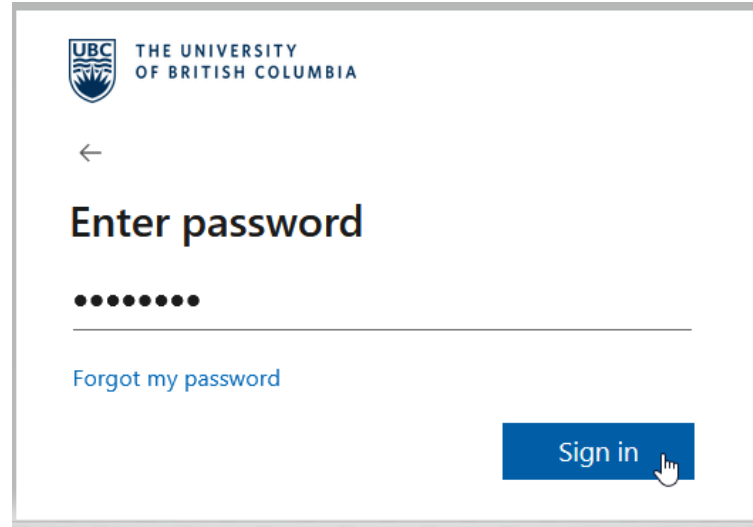
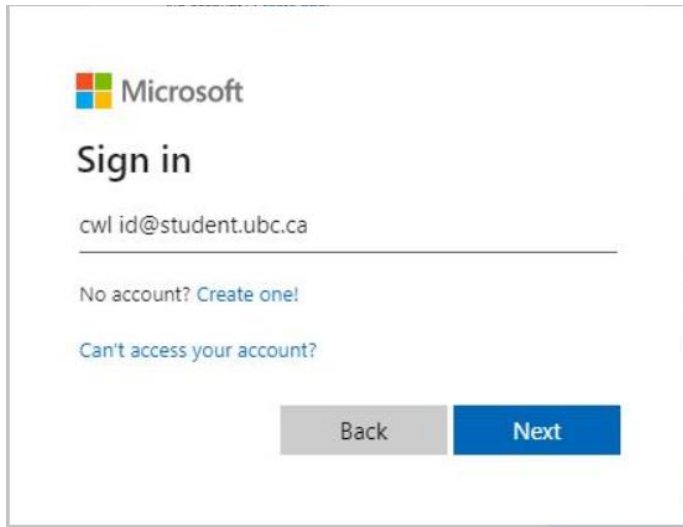


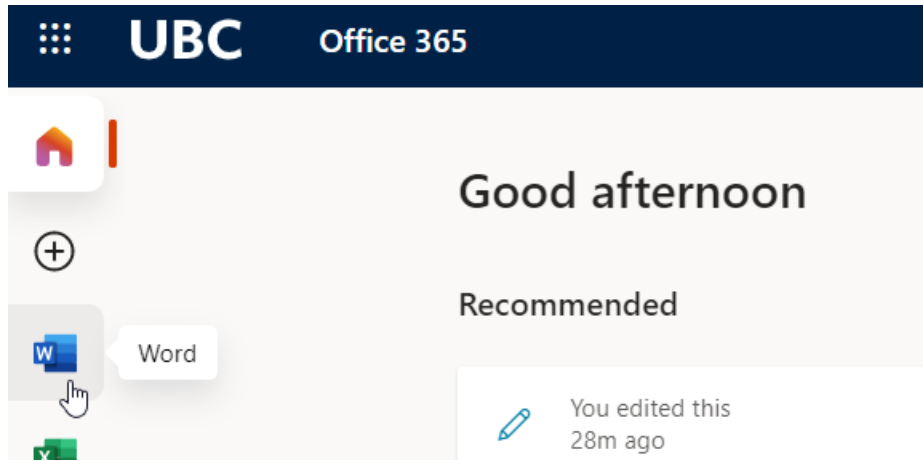


# How to Add Citation Add-ins to Microsoft Word Web Version

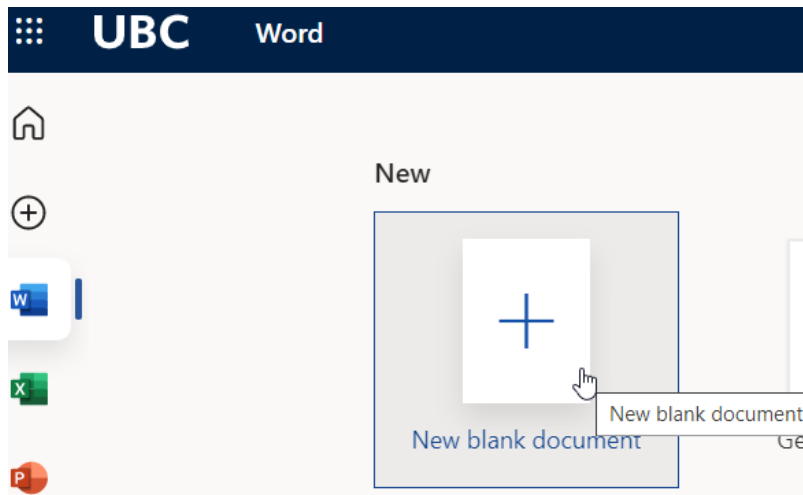
1. Log onto portal.office.com with your student email address.



2. Once you are logged on, click on the Word icon on the left hand side.

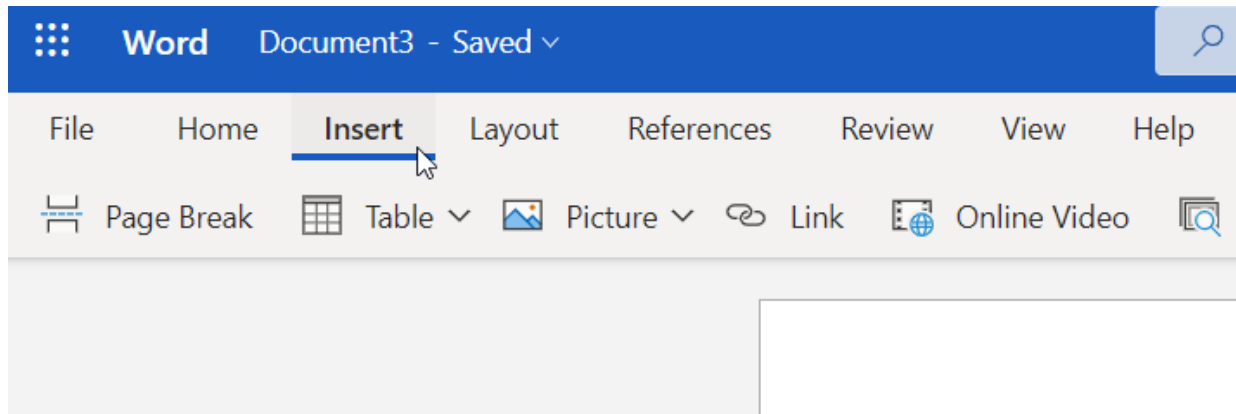


3. Click on “New blank document”.

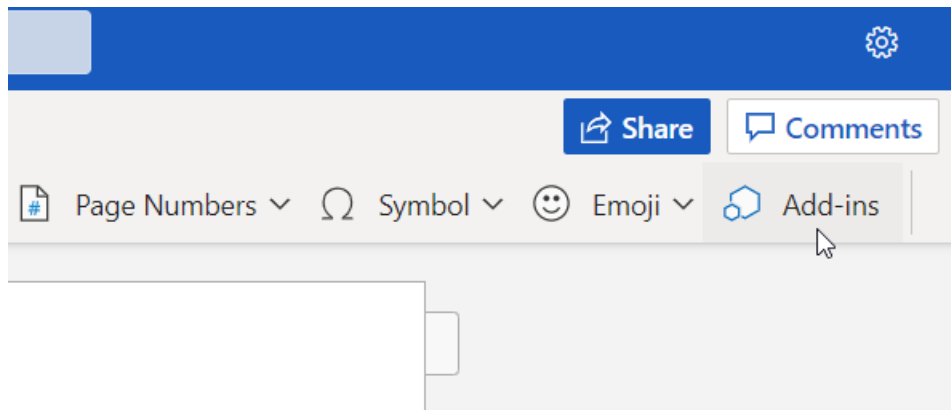




4. Click on the Insert tab.

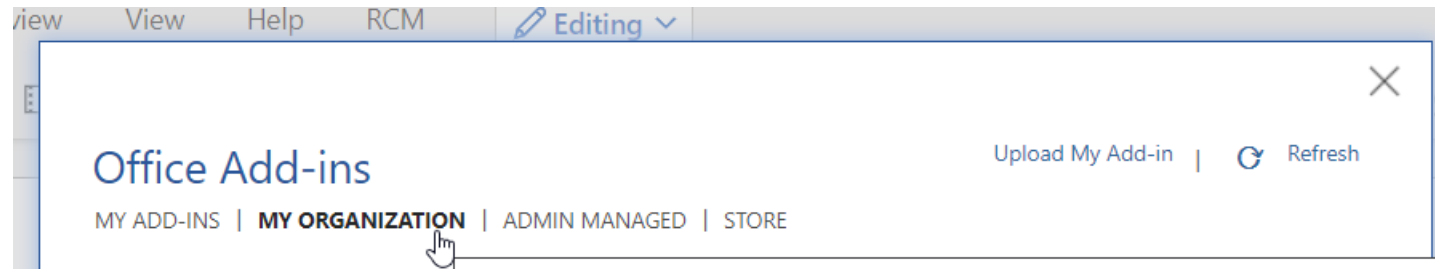


5. Click on Add-ins.





6. Click on My Organization.






7. Click on the desired add-in and click Add.



Office Add-ins

Upload My Add-in | Refresh

MY ADD-INS | **MY ORGANIZATION** | ADMIN MANAGED | STORE

 <b>EasyBib Add-In for Office</b> Chegg Inc.	 <b>Mendeley Cite</b> Elsevier Ltd.	 <b>RefWorks Citation Manager</b> ProQuest
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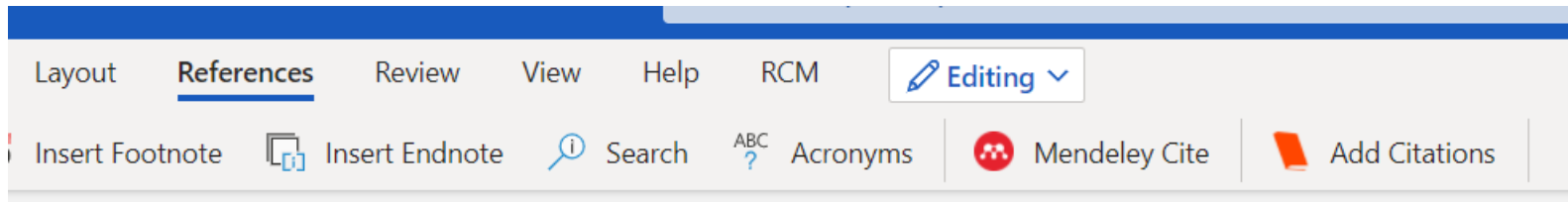
Cite as you write. Generate citations and bibliographies in a

Find more add-ins at the Office Store.

Add Close



8. The Mendeley and EasyBib Add-ins will appear on the menu in the “References” tab.



The RefWorks Citation Add-in will appear as a tab showing as “RCM”.

